

NEIL ABERCROMBIE  
GOVERNOR



JAN S. GOUVEIA  
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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

DEC 14 2011

**COMPTROLLER'S MEMORANDUM NO. 2011-30**

TO: Department Heads

SUBJECT: Clarification of Executive Memorandum 11-10, FY 12 Budget Execution Policies and Instructions, Dated September 9, 2011, Relating to Equipment Purchases

Based on clarification received from the Department of Budget and Finance, their intent for item 21(f) was to delegate the authority to department heads to approve purchases less than \$100,000 and rely on departments to have internal policies and procedures in place to allow purchases of equipment.

Clarification of this process is as follows:

Purchases of equipment (including IT and TC equipment) under \$100,000 will no longer be monitored by DAGS. Each department will be responsible for establishing and complying with its own internal policies and procedures.

To ensure expenditure control and appropriate review, equipment purchases (including IT and TC equipment) that are budgeted in the current fiscal year and \$100,000 or more require:

- For purchases orders, acceptable documentation of the purchase order shall include notation that equipment is budgeted in FY 12, program ID, and department head's signature.
- For contracts, acceptable documentation to be attached includes separate memo that the equipment is budgeted in FY 12, program ID, and department head's signature.

For unbudgeted equipment (including IT and TC equipment) that is \$100,000 or more in FY 12, Governor's approval through B&F is required.

We will accept returned summary warrant vouchers that comply with the above guidelines.

Until notified by the Office of Information Management and Technology, IT and TC equipment approvals that have been approved on Form T-205 and signed by the department head will be accepted.

If you have any questions, please call Wayne Horie, Accounting Division Chief, at 586-0600 or Sheila Walters, Pre-Audit Branch Chief, at 586-0650.

A handwritten signature in black ink, appearing to read 'Jan S. Gouveia', is written over the printed name.

JAN S. GOUVEIA  
Acting State Comptroller